



## INDUSTRIAL RELATIONS, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	INDUSTRIAL RELATIONS, DEPARTMENT OF	<b>RELEASE DATE:</b>	Monday, July 9, 2007
<b>POSITION TITLE:</b>	Program Manager Consultation, Training and Education Services	<b>FINAL FILING DATE:</b>	Friday, July 20, 2007
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,558.00 - \$ 8,333.00 / Month	<b>BULLETIN ID:</b>	07092007_1

### POSITION DESCRIPTION

The CEA II is a full-time position and is located in Sacramento.

Under the general direction of the Chief, is responsible for administering and managing the activities of the Division of Occupational Safety and Health's Consultation, Training, and Education Services Unit (Cal/OSHA Consultation Service); advises on and develops policy on program issues relative to implementation of the Cal/OSHA Consultation Services' goals and objectives; responsible for planning, directing, and coordinating the work of the Cal/OSHA Consultation Services unit; responsible for the supervision and direction of consultant evaluation of safety and health hazards in places of employment, and recommended procedures or processes for abatement; responsible for the supervision and direction of education and training programs conducted by the safety and health specialists; advises and assists the Chief of the Division in the planning, organizing, and directing of the work of the staff engaged in consultation, education and training relating to applicable State and Federal safety and health laws and standards; supervises the recruitment, selection and evaluation of technical and professional safety and health experts in the fields of industrial hygiene, industrial, construction, and electrical safety; develops cost-effective programs for the operation of the unit; evaluates the effectiveness of consultation, education and training programs; recommends proposed changes in policy and procedures relating to responsibilities of the unit and implements changes adopted; recommends and analyzes legislation relating to the programs of the Division; coordinates the training of industrial hygienists and safety engineers in the recognition of industrial hygiene and occupational safety hazards; coordinates the training of subordinate staff in the methods and techniques of consultation and education; provides leadership of and maintains discipline of subordinate staff; acts as a representative of the Division as a liaison with executive levels in private industry and labor organizations as well as Federal OSHA; prepares correspondence and reports.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

**Either I**

Must be a State civil service employee with permanent civil service status.

**Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

**Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Program Manager Consultation, Training and Education Services**, with the **INDUSTRIAL RELATIONS, DEPARTMENT OF**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application screening process. The applicants will be screened on the basis of background and demonstrated management experience. The appointing power may invite more competitive candidates to an interview. Interviews will not be held if the appointing power finds them unnecessary to make a selection.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678) and a resume describing experience relating to desirable qualifications.

### **Applications must be submitted by the final filing date to:**

INDUSTRIAL RELATIONS, DEPARTMENT OF, Personnel Office  
P.O. Box 420603, San Francisco, CA 94142-0603  
Pat Chestnut | 415 703-5138 | PChestnut@dir.ca.gov

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The INDUSTRIAL RELATIONS, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>